

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

29

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 05/23/2019		2. CONTRACT NO. (If any) 68HERH19D0022		6. SHIP TO:	
3. ORDER NO. 68HERH19F0198		4. REQUISITION/REFERENCE NO. PR-OCSPP-19-00286		a. NAME OF CONSIGNEE OCSPP DC	
5. ISSUING OFFICE (Address correspondence to) HQAD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS USEPA OCSPP (Division), MC: RM: WJC East Building 1201 Constitution Ave, NW	
				c. CITY Washington	e. ZIP CODE 20004
7. TO: David Sprague				f. SHIP VIA	
a. NAME OF CONTRACTOR SRC, INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 7502 ROUND POND ROAD				REFERENCE YOUR:  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY NORTH SYRACUSE		e. STATE NY	f. ZIP CODE 132122558	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT	
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 05/23/2019	
a. INSPECTION Destination	b. ACCEPTANCE Destination			16. DISCOUNT TERMS	

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 063053771 EPI Suite development for EPA's New Chemicals and Existing Chemicals Programs (formerly RFTOP Task Order 02) TOCOR: Wen-Hsiung Lee Max Expire Date: 05/22/2024 Continued ...					
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME RTP Finance Center				\$60,000.00		17(i) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts				\$951,112.36		
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711			

22. UNITED STATES OF AMERICA BY (Signature)		05/23/2019		23. NAME (Typed) Genine McElroy TITLE: CONTRACTING/ORDERING OFFICER	
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**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO  
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 05/23/2019	CONTRACT NO. 68HERH19D0022	ORDER NO. 68HERH19F0198
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Admin Office: HQAD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Accounting Info: 19-20-B-69A-000CD6-2505-QT456ZZZ-TCXT000-196 9AC9017-001 BFY: 19 EFY: 20 Fund: B Budget Org: 69A Program (PRC): 000CD6 Budget (BOC): 2505 Job #: QT456ZZZ Cost: TCXT000 DCN - Line ID: 1969AC9017-001 Period of Performance: 05/23/2019 to 05/24/2020					
0001	Base Year: Task Order Type: T&M Hours 1,620 NTE: \$183,100.52 Period of Performance: 05/23/2019 - 05/22/2020				60,000.00	
0002	Option Year 1: Task Order Type: T&M Hours 1,620 NTE: \$186,751.53 Period of Performance: 05/23/2020 - 05/22/2021 (Option Line Item) 03/20/2020				Option	
0003	Option Year 2: Task Order Type: T&M Hours 1,620 NTE: \$190474.58 Period of Performance: 05/23/2021 - 05/22/2022 (Option Line Item) 03/20/2021				Option	
0004	Option Year 3: Task Order Type: T&M Hours 1620 NTE: \$194,272.70 Period of Performance: 05/23/2022 - 05/22/2023 Continued ...				Option	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$60,000.00

ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION

PAGE NO  
3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
05/23/2019	68HERH19D0022	68HERH19F0198

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0005	(Option Line Item) 03/20/2022  Option Year 4: Task Order Type: T&M Hours 1,620 NTE: \$196,513.03 Period of Performance: 05/23/2023 - 05/22/2024 (Option Line Item) 03/20/2024  The obligated amount of award: \$60,000.00. The total for this award is shown in box 17(i).				Option	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00



## **ENVIRONMENTAL PROTECTION AGENCY**

# **EPI Suite Development for EPA's New Chemicals and Existing Chemicals Programs**



**Contract:** 68HERH19D0022

**Task Order:** 68HERH19F0198

**Project Title:** EPI Suite development for EPA's New Chemicals and Existing Chemicals Programs

## **A. Performance Work Statement (PWS)**

### **A1. Background and Purpose**

#### Background

The Office of Pollution Prevention and Toxics (OPPT) of the Environmental Protection Agency (EPA) is responsible for work under a number of statutes including, principally, the Toxic Substances Control Act (TSCA), the Chemical Safety in the 21<sup>st</sup> Century Act, and Pollution Prevention Act of 1990 (PPA). The mission of the office is to assure that industrial chemicals are designed, manufactured, processed and used in ways that maximize their benefits to society and minimize their impacts on human health and the environment; encourage the replacement of older, more hazardous chemicals and technologies with new, safer alternatives; and work to harness the use of pollution prevention technologies, whenever feasible.

OPPT's Risk Assessment Division (RAD) is responsible for health and environmental hazard and risk evaluations of chemicals regulated under the Frank R. Lautenberg Chemical Safety for the 21st Century Act. The Frank L. Lautenberg Chemicals Safety for the 21st Century Act amends the Toxic Substance Control Act (TSCA). Exposure Assessors within RAD develop the guidance for and/or produce exposure characterizations and assessments to support OPPT's risk evaluations. Exposures may be assessed for a variety of exposure scenarios, including but not limited to, ambient exposures for the general population, exposures to highly exposed individuals within the general population (e.g. subsistence fishers), consumer exposures within the indoor environment including highly exposed individuals (e.g. hobbyists), or exposures to ecological receptors.

Among other things, the new TSCA requires EPA to conduct risk evaluations to determine whether a chemical substance presents an unreasonable risk of injury to health or the environment, without consideration of costs or other non-risk factors, including an unreasonable risk to a potentially exposed or susceptible subpopulation identified as relevant to the risk evaluation under the conditions of use. Furthermore, the new TSCA legislation requires that EPA adhere to specific provisions regarding Scientific Standards, Weight of Evidence and Availability of Information as articulated in Sections 26 (h), (i) and (j), respectively (<https://www.epa.gov/assessing-and-managing-chemicals-under-tsca/frank-r-lautenberg-chemical-safety-21st-century-act>). This PWS is supporting implementation of the Frank R. Lautenberg Chemical Safety for the 21st Century Act for both new and existing chemicals.

The Contractor shall be familiar with the amended law to ensure that technical products abide to the scientific standards that EPA must meet when preparing technical products supporting OPPT's risk evaluations.

Under the amended TSCA, EPA will continue to evaluate Premanufacture notices (PMNs) as part of the new chemical program and prioritize the existing chemicals for risk evaluation. EPI Suite has been used for providing estimate values for fate endpoints to support OPPT's risk evaluation. Due to the need for supporting web-based OPPT's NCR/EMS system, a light version of EPI suite web was developed under previous contracts and has been supporting NCR/EMS's push-and pull function for the fate endpoint estimates.

This contract will continue the previous work of development and deployment of an EPI Suite web version and a stand-alone version. Below is a short description of the main steps of the development and deployment process:

1. Development of a complete EPI Suite web version. All the current modules in EPI suite will be reprogramed in Java and then integrated in IGEMS for the deployment with other environmental models on the OPPT CBI servers and the EPA public servers.

2. Development of a stand-alone Java-based EPI Suite based on the most updated EPI Suite web version under this contract.
3. Integration of Java based ECOSAR into the most updated EPI Suite web version under this contract.
4. Adding new modules and features as required to support various OPPT's programs and tasks.
5. Performing software testing, modification, and maintenance – The contractor will support fate assessment process by modifying or enhancing individual model or group models in EPI Suite, to maintain its performance as part of the new chemical program and existing chemical program.

## **A2. Scope of Work**

The purpose of this procurement is to provide support for exposure assessment of new chemicals for OPPT. **This is a time and materials statement of work.**

The contractor will be required to have the ability to work on-site in the CBIC or other CBI secured spaces in an EPA building. The contractor may also be given tasks that can be performed remotely and would need to have CBI secured space for those activities. The contractor will have access to CBI machines for the performance of new chemical reviews. The contractor shall supply the necessary resources required for the performance of non-CBI tasks (database searching). The scientific quality of assessments, reports, model tools, statistical programs and software, and their timely preparation in accordance with new chemical program schedules, are of paramount importance in the performance of this contract.

The contractor shall have the necessary technical and scientific expertise, knowledge and experience to successfully perform all of the tasks identified below. In addition, the contractor shall have a quality assurance/quality control program that maintains the quality of products, as well as an ongoing training program. This is intended to ensure that the contract staff produces quality products, and feedback from OPPT on needed improvements is communicated to the contractor's staff. The contractor shall maintain and make available upon request complete documentation of QA/QC practices and procedures.

Performance of work under this contract shall be initiated by competitive task orders issued by the Contracting Officer, and will encompass tasks in following areas discussed below in Section C.3 (TASKS).

The contractor may receive EPA laptops to facilitate completion of tasks in this task order at the discretion of the CO and TOCORS.

## **B. TASKS**

### **TASK 1: Project Management and QAPP requirements**

#### **Project Management**

The Contractor shall provide a Project Manager. The Contractor Project Manager shall report on all aspects of the objectives and progress of this contract to the designated EPA Contracting Officer (CO) and Task Order Contracting Officer Representative (TOCOR) via email, through monthly reports. The Contractor Project Manager also plans, conducts and supervises Task Order (TO) projects, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. The Contractor Project Manager provides advice and counsel to other professionals. The Contractor Project Manager shall notify via email the relevant EPA TOCOR/Alternate TOCOR of any significant difficulties in accomplishing the task listed in the TOs.

In cases where performance objectives and minimum Acceptable Quality Levels (AQLs) are not being met, the

Contractor Project Manager will make every effort to immediately correct the problems to ensure customer satisfaction. If the problem persists, the Project Manager will submit a plan of corrective action to the TOCOR and the Contract Level COR. The Contractor Project Manager shall ensure that the approved Quality Assurance (QA)/Quality Control (QC) process is followed to ensure the quality of its products.

## **QAPP Requirements**

Quality Assurance: The Quality Management Plan, the QAPP for Tasks 2 through 4. The contractor shall adhere to its Quality Management Plan that is tailored for this contract.

This Task Order involves the use of existing data. Accordingly, EPA policy requires that an approved Quality Assurance Project Plan (QAPP) be in place before any work begins that involves the collection, generation, evaluation, analysis or use of environmental data. The QAPP must be consistent with EPA Requirements for Quality Assurance Project Plans: EPA QA/R-5 (<https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf>).

\* The contractor shall prepare and submit for EPA review a draft Quality Assurance Project Plan (QAPP) for Tasks 2 through 4 before **the initiation of the rest of the task order**. Updates to QAPP based on comments from the EPA to the QAPP must be received within 3 working days.

\* EPA will review the contractor's draft QAPP, and provide the Contractor with written approval or written comments.

\* If needed, the Contractor shall submit a revised QAPP within 5 business days of receipt of the written comments on the draft QAPP, unless otherwise instructed by the EPA TOCOR. No work on Tasks 2-4 may be begin until the contractor's QAPP has been approved.

\* Under no circumstances shall work that involves the generation, collection, evaluation, analysis, or use of environmental data be performed by the contractor until the contractor receives written notification from the EPA TOCOR that EPA has approved the contractor's QAPP.

All QA documentation, including the QAPP, prepared under this TO, shall be considered non-proprietary, and shall be made available to the public upon request.

## **Additional QA Documentation Required**

In addition to the requirements described above, all major deliverables (e.g., Technical Support Documents, Study Reports, Study Plans, etc.) produced by the Contractor under this Task Order must include a discussion of the QA/QC activities that were or will be performed to support the deliverable. The contractor shall immediately notify the EPA TOCOR of any QA problems encountered that may impact the performance of this Task Order, with recommendations for corrective action.

The contractor also shall provide EPA with monthly reports of QA-related activities performed during implementation of this Task Order. These monthly QA reports shall identify QA activities performed to support implementation of this task order, problems encountered, deviations from the QAPP, and corrective actions taken. The contractor may include this as a part of the contract-required monthly financial/technical progress report. The contractor shall notify the EPA TOCOR at any time during the task order if changes to the QAPP are warranted (e.g., due to organizational changes, revised technical approaches).

If, during the Period of Performance of this Task Order, the EPA TOCOR determines revisions to the QAPP are necessary, the contractor shall submit a revised QAPP, including the revision summary, within 5 business days after receiving written technical direction to do so. EPA will review the draft revised QAPP and provide the

contractor with written approval or comments. The contractor shall provide a revised QAPP, then a final QAPP that responds to EPA's written comments within 5 business days of receipt of EPA's comments on the draft QAPP.

\* Under no circumstances shall work involving environmental data be performed by the contractor until the contractor receives written notification from the EPA TOCOR that EPA has approved the contractor's QAPP.

Since this task order involves the collection, evaluation, and use of environmental data by and for the Agency, the contractor shall implement a quality system that meets ANSI standard E4-2014 and prepare a quality assurance project plan (QAPP) following EPA guidelines. QAPP is due within 10 days of task order award.

## **TASK 2. Reporting Requirements**

The contractor shall write and submit monthly progress reports to the EPA Task Order Contracting Officer Representative (TOCOR). Progress reports shall describe completed work during the invoice period and should link to charges described in invoice documentation.

Routine progress reports shall include a written monthly technical progress report that includes the following in the case of each project that the contractor is involved in during the month: (a) an overview of work accomplished since project inception to to-date (b) a description of work accomplished during the month, (c) a summary of QA/QC activities since project inception including a summary of corrective action taken (d) a brief summary of anticipated work during the following month, (e) a summary and details of the LOE and costs incurred **for each task** during the month and cumulatively, and (f) total remaining LOE and budget. This report shall also be issued to the Contract Level COR. Routine progress reports shall be delivered electronically; paper copies are not needed.

The Contractor shall notify the TOCOR and CO when 75, 90, and 100% of approved hours have been expended. No work on the conduct of environmental data operations can begin until EPA approval of the QAPP is obtained. Work not related to environmental data operations such as scoping how environmental data may be searched for or summarized once available including refinement of keywords, criteria, or report templates may begin prior to QAPP approval. See Appendix K for additional invoice reporting instructions.

Failure to submit monthly progress reports with the information required will result in the suspension of the invoice until such supporting documentation is provided. Any deviations from the project such as work schedules, impediments encountered, and budget require approval from the EPA CO. The EPA CO may also initiate verbal communications with the contractor on an as needed basis to determine project status.

**Deliverable:** Monthly Progress Reports shall be submitted to the EPA TOCOR within three (3) calendar days of invoice submission to EPA. Minimal level of effort required for this deliverable.

## **TASK 3: The development and deployment of the EPI Suite Java-based web version and the EPI Suite Java-based stand-alone version**

### **3.1 Development, integration, and deployment of the Java-based EPI Suite web version.**

- a. The contractor shall continue the unfinished tasks under previous contract on the development of the EPI suite web version as specified in technical directives (TDs) by the EPA Task Order Contracting Officer Representative (TOCOR). The modules of the Java-based EPI Suite web version shall

include: KOW, BAF/BCF, WATERNT, Fugacity, Biowin, Hydrowin, Henrywin, Kocwin, MPBP, STP, BCF/BAF, ECOSAR, batch mode calculation function, chemical structure drawing tool, data management, report creating, and others as specified in the future TDs during the performance period of this work assignment.

Deliverable: EPI web architecture design and life-cycle of the software development documents.

- b. The EPI web version shall be integrated into the Internet Geographical Exposure Modeling System (IGEMS) which is hosted at the EPA National Computer Center (NCC) and shall be deployed as a module in IGEMS. The contractor shall develop the Graphical User Interface Layer (GUI), the application layer, the web service layer, and the database layer and then integrate all components into IGEMS for the deployment of IGEMS/EPI. The contractor shall use the most updated IGEMS version at OPPT CBI LAN to test the progress of the integration before sending the code to NCC.

Deliverable: Three sets of completed IGEMS/EPI CDs for deployment. Complete the deployment of IGEMS/EPI at OPPT CBI LAN.

- c. The contractor shall develop the web service function in the EPI Suite web version to communicate with external systems such as ORD's various toxic and exposure systems and EPA/OPPT's internal systems such as EMS/NCR, JCHEM and others as requested by EPA TOCOR .

Deliverable: Perform and demonstrate the successful results per EPA TOCOR's requests on various assignments.

- d. The contractor shall develop the data management system in the EPI web version in a way that all data entered by users or by model calculations can be saved into IGEMS' database. Users can update, delete, query, or download the input and output files.

Deliverable: Submit a relational database E-R diagram and demonstrate the update, delete, query, and input/output functions.

- e. The contractor shall work with EPA NCC for the deployment of IGEMS/EPI, including bug fixing and security patching for the programming code. The development of EPI suite web version needs to follow relevant instructions given by EPA OEI. All hardware/software development shall be following EPA OEI's IT roadmap. An operation and maintenance manual shall be provided to EPA NCC system administrators.

Deliverable: Complete the deployment of IGEMS/EPI at EPA NCC and provide an operation and maintenance manual.

### **3.2 Enhancement of EPI datasets and addition of new models**

The contract shall follow technical directives specified by the EPA TOCOR to QA/QC and update or expand EPI datasets as requested. The contractor shall design the EPI web version using an open architecture approach for future insertion or of additional models or deletion of obsolete models.

Deliverable: As requested by TOCOR, three set of CDs with updated datasets or new version of EPI with new additional modules shall be delivered. The contractor shall demonstrate the new application with updated datasets or additional module/modules to TOCOR.

### **3.3 Development of a stand-alone Java-based EPI suite version (spin-off version of the EPI web version)**

The contractor shall develop a Java-based stand-alone version based on the completed EPI web. The stand-alone version needs to be migrated from the the EPI web version except the platform-specified API to keep two versions in consistence for the modeling results.

Deliverable: 3 sets of CDs of the stand-alone Java-based EPI suite version and user manual

### **3.4 Integration of Java-based ECOSAR into EPI suite web version**

The contractor shall integrate Java-based ECOSAR into EPI suite web version and deploy it at OPPT LAN and EPA public servers .

Deliverable: 3 sets of IGEMS/EPI CDs with integrated Java-based ECOSAR.

### **3.5 Supporting OPPT's various programs and tasks**

The contract shall follow technical directives specified by the EPA TOCOR to support OPPT's various programs and tasks, including (but not limited to) new chemical review process, existing work plan chemical reviews, and collaboration among offices, agencies, or countries.

Deliverable: Demonstrate the completed tasks as requested by TOCOR.

### **TASK 4: Model Maintenance**

The contractor shall modify EPI Suite web version and stand-alone version to support OPPT's various assessment tasks as written in technical direction received from the TOCOR.

The contractor may be required to participate in beta test of EPI suite or future databases to ensure performance of new developed EPI suite is consistent with current performance of EPI Suite. EPA will provide technical directions for the testing and debugging.

The development of EPI Suite under this contract shall follow the hardware/software requirements from EPA OEI's IT roadmap. It is always possible that any change to EPA IT infrastructure may require modification of the EPI suites code.

Deliverable: Perform model maintenance and version update as requested by TOCOR.

## **C. REPORTING REQUIREMENTS AND SCHEDULE OF BENCHMARKS & DELIVERABLES:**

As described in Task 2 and in the invoice instructions, the Contractor shall provide a monthly report CO, COR and TOCOR which identifies project staff and all activities and milestones associated with the Task Order assignments planned and in progress. The monthly report in progress tasks shall be included in the monthly reports which will be referenced when the Voucher Validation review is performed monthly at the end of each billing cycle.

As per the Task Order or request for a proposal, the Contractor shall provide the Agency with a proposal within the timeframe specified for this Task Order. The EPA CO, TOCORs, or panel members will review the proposal and provide the Contractor with an approval or disapproval, and revision (if necessary) in writing. The timelines involved, will proceed as stipulated in the request for a proposal or Contract

The Contractor shall prepare a Quality Assurance Project Plan for this Task Order. EPA Requirements for Quality Assurance Project Plans (QA/R-5).



For most deliverables, the EPA TOCOR will assign a tentative due dates and instructions when work is routed to the Contractor. If within three business days, the Contractor expresses no concern regarding the due date; the date shall be deemed settled by tacit agreement.

#### **SPECIFIC SCHEDULE OF DELIVERABLES:**

<b>Tasks</b>	<b>Deliverables</b>	<b>Schedule</b>
Task 1:	Project Management and QAPP	QAPP within ten days of task order award
Task 2:	Monthly progress reports	Monthly reports
Task 3.1.a:	EPI web architecture design and life-cycle of software development documents.	Three months after the official start day of this contract.
Task 3.1.b:	Three sets of complete IGEMS CDs for deployment. Complete the deployments at OPPT CBI LAN.	Upon request from TOCOR
Task 3.1.c	Contractor shall work on the communication of EPI web and other systems inside and outside EPA according to TOCOR's TDs.	Upon request from TOCOR
Task 3.1.d:	Submit a relational database E-R diagram and demonstrate the update, delete, query, and input/output functions.	Upon request from TOCOR
Task 3.1.e:	Three sets of CDs for deployment of IGEMS/EPI. Complete the deployment at EPA NCC servers. Provide NCC with an operation and maintenance manual.	IGEMS/EPI shall be deployed at EPA NCC within 12 months after the official start day of this contract. The deployment process with EPA NCC shall begin at the time EPA receives the EPI suite CDs delivered by contractor.

<b>Tasks</b>	<b>Deliverables</b>	<b>Schedule</b>
Task 3.2:	Three sets of IGEMS/EPI CDs with updated datasets and additional modules.	Upon request from TOCOR
Task 3.3:	3 sets of CDs of the stand-alone Java-based EPI suite version and user manual	Upon request from TOCOR
Task 3.4:	3 sets of IGEMS/EPI CDs with integrated Java-based ECOSAR.	Upon request from TOCOR
Task 3.5:	Demonstrate the functions of the end products of the assigned tasks by TOCOR	Upon request from TOCOR
Task 4:	Model maintenance and version update as requested by TOCOR	Contractor shall respond requests from TOCOR to debug the system or change API code to accommodate any EPA IT infrastructure changes. Contractor shall deploy update version of EPI Suite upon request from TOCOR and follow the same procedure written in Task 3. The frequency of version upon is expected to be once a year or less.

## **E. DELIVERABLES**

For each deliverable submitted electronically, the contractor shall submit electronic copies to EPA in a format that EPA can support. Deliverables shall be submitted through electronic mail, or through another method determined mutually acceptable by the contractor and EPA.

## **F. ACCEPTABLE QUALITY LEVEL FOR TASKS**

See Attachment: Quality Assurance Surveillance Plan

<b>Performance Criteria Analysis – TASKS</b>		
<b>Performance Indicator</b>	<b>Standard</b>	<b>Acceptable Quality Level (AQL)</b>
Timely submission of report	Reports submitted within time frame pre-negotiated with Task Order COR	95%



Free of substantive technical, guideline, or format errors	Reports submitted with zero substantive errors including but not limited to discrepancies, omissions, inaccuracies, and/or inappropriate data evaluation	95%
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### **F.1 Method of surveillance**

Final deliverables prepared by the contractor undergo a secondary review process in OPPT. Each report has a designated EPA reviewer. The EPA reviewer conducts a review of the contractor's deliverable. The EPA reviewer will provide feedback to the TOCOR to send back to the contractor should revisions be needed. The TOCORs will compare agency due dates or approved revised due dates to completed date of reports, quarterly and calculate the percentage of late reports. See attachment J.5 of this RFTOP.

### **F.2 Period of Performance**

Base: 12 months from award date  
Option 1: 12 months from option exercise  
Option 2: 12 months from option exercise  
Option 3: 12 months from option exercise  
Option 4: 12 months from option exercise

## **G. TASK ORDER TYPE**

Time and materials

## **H. INSPECTION AND ACCEPTANCE**

### **H.1 Quality Assurance Project Plan**

The contractor shall submit the following quality system documentation to the CO at the time frames identified below:

	<b>Documentation</b>	<b>Specifications</b>	<b>Due</b>
X	Quality Assurance Project Plan for the Task Order	EPA Requirements for Quality Assurance Project Plans (QA/R-5) [dated 03/20/11]	10 days after award of Task Order

This documentation can be found on the following EPA website – <https://www.epa.gov/quality/epa-qar-5-epa-requirements-quality-assurance-project-plans>

This documentation will be prepared in accordance with the specifications identified above or equivalent specifications defined by EPA.

The Government will review and return the quality documentation, with comments, and indicating approval or disapproval. If necessary, the contractor shall revise the documentation to address all comments and shall submit the revised documentation to the government for approval.

The contractor shall not commence work involving environmental data generation or use until the Government has approved the quality documentation.

## **I. TASK ORDER ADMINISTRATION DATA**

### **I.1 Contract Administration Representatives**

Contracting Officer: Genine McElroy, [McElroy.Genine@epa.gov](mailto:McElroy.Genine@epa.gov)

Contract Level Contracting Officer's Representative: Bryan Lobar

Task Order Contracting Officer's Representative (TOCOR): Wen-Hsiung Lee, [lee.wen-hsiung@epa.gov](mailto:lee.wen-hsiung@epa.gov)

Alternate TOCOR: Edmund Wong, [wong.edmund@epa.gov](mailto:wong.edmund@epa.gov)

## **J. INVOICING**

Invoices shall be submitted in accordance with contract clause G.3 EPAAR 1552.232-70 SUBMISSION OF INVOICES. (JUN 1996) - ALTERNATE I (JUN 1996).

(End of Clause)

## **K. TASK ORDER CLAUSES**

### **K.1 FAR 52.217-9 Option to Extend the Term of the Contract (Mar 2000)**

(a) The Government may extend the term of this contract by written notice to the contractor within 5 calendar days before the expiration of this contract; provided that the Government gives the contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 36 months.

### **LOCAL CLAUSE EPA-B-32-103A LIMITATION OF GOVERNMENT'S OBLIGATION**

(a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Contract line items 1 through 5 are severable and may be incrementally funded. For these items, the sum of \$60,000.00 of the total price is presently available for payment and allotted to this contract.

(b) For items identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those items for the Government's convenience, approximates the total amount currently allotted for those items to the contract. The Contractor shall not continue work on those items beyond that point. Subject to the clause entitled, "Termination for Convenience of the Government," the Government will not be obligated, under any circumstances, to reimburse the Contractor in excess of the amount payable by the Government in the event of the termination of applicable contract line items for convenience including costs, profit, and estimated termination costs for those line items.

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (h) of this clause, the Contractor

will notify the Contracting Officer, in writing, at least 5 days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85% of the total amount currently allotted to the contract for performance of the applicable items. The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of the applicable line items up to the next scheduled date for the allotment of funds identified in paragraph (a) of this clause, or to a substitute date as determined by the Government pursuant to paragraph (d) of this clause. If, after such notification, additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause entitled "Termination for Convenience of the Government."

(d) The parties contemplate that, subject to the availability of appropriations, the Government may allot additional funds for continued performance of the contract line items identified in paragraph (a) of this clause and will determine the estimated period of contract performance which will be covered by the funds. If additional funds are allotted, the Contracting Officer will notify the Contractor in writing. The Contractor shall not resume performance of the contract line items identified in paragraph (a) until the written notice is received. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and to the new estimated period of contract performance. The contract will be modified accordingly.

(e) The Government may, at any time prior to termination, allot additional funds for the performance of the contract line items identified in paragraph (a) of this clause.

(f) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default". The provisions of this clause are limited to the work and allotment of funds for the contract line items set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded.

(g) Nothing in this clause affects the right of the Government to otherwise terminate this contract pursuant to the contract clause entitled "Termination for Convenience of the Government".

(h) The parties contemplate that the Government may obligate funds to this contract in accordance with the following schedule:

RECAPITULATION:	PRIOR AMOUNT	THIS MOD.	NEW AMOUNT
BASE PERIOD			
Total Maximum Amount:			<u>\$183,100.52</u>
Funded Amount:			<u>\$ 60,000.00</u>

(End of clause)

## **L-1 EPA-J-52-101 LIST OF ATTACHMENTS**

ATTACHMENT 1: QUALITY ASSURANCE SURVEILLANCE PLAN

ATTACHMENT 2: CYBERSECURITY AND PROTECTING SENSITIVE INFORMATION TASKS

## ATTACHMENT 1

### QUALITY ASSURANCE SURVEILLANCE PLAN

PERFORMANCE REQUIREMENT	PERFORMANCE MEASURE (PM)	PERFORMANCE STANDARD	SURVEILLANCE METHOD	INCENTIVES & DISINCENTIVES
<b><u>MANAGEMENT AND COMMUNICATION:</u></b> The contractor shall maintain contact with the EPA CO, COR, and TOCOR throughout the performance of the contract.	Contractor shall immediately bring potential problems to the appropriate EPA personnel and shall recommend actions that would mitigate or resolve the problem.	Issues that impact project schedules and costs shall be brought to the attention of the EPA within 3-days of occurrence.	All active task orders will be reviewed by the EPA to identify unreported issues.	Performance will be considered in the award of subsequent task orders and will be factored into the annual evaluation of Business Relations in the Contractor Performance Assessment Reporting System (CPARS).
<b><u>TIMELINESS:</u></b> For every Task Order awarded establishing a firm, specific delivery date for the generation of a report, the contractor shall deliver such report to the COR, TOCOR and CO no later than the time specified in the order's PWS.	Deliverables and related work must comply with contractual timeliness requirements. The contractor will be evaluated on its responsiveness to all task orders.	95% of all deliverables and related work shall be completed on time within task schedule and/or tech. direction requirements.	100% inspection of all deliverables and related work by the TOCOR; TOCOR will document the timeliness of all work requirements.	Performance will be considered in the award of subsequent task orders and will be factored into the annual evaluation of Timeliness in the Contractor Performance Assessment Reporting System (CPARS).
<b><u>TECHNICAL QUALITY:</u></b> For every task order awarded, the analyses conducted by the contractor shall be factual, defensible, credible, and based on sound scientific methods. All data shall be collected from reputable sources and quality assurance measures shall be conducted in accordance with the agency requirements outlined in the task orders.	All deliverables and related work must be complete, accurate, thorough, and professionally credible.	Data are 100% accurate; review demonstrates a high level of expertise and credibility with regard to personnel and use of scientific methodology. Task Orders shall be conducted in strict conformance with approved QA plans. Outputs shall withstand internal review by the US EPA and outside scientific reviewers.	EPA Staff will conduct secondary reviews of work completed by the contractor. Feedback will be provided.	Performance will be considered in the award of subsequent task orders and will be factored into the annual evaluation in the category of Quality of Product or Service in the Contractor Performance Assessment Reporting System (CPARS).